

Trustees of the Jonathan Bourne Public Library Meeting Minutes – 17 March 2022

A meeting of the Trustees was held on 17 March 2022 at the Jonathan Bourne Public Library and was called to order at 3:10pm by K. Fox-Alfano, Chairman.

Attendees: Kathy Fox-Alfano (Chairman), Perry Davis (Vice Chairman), Sue Barlow, Christine Crane, Kristina Prodouz (Secretary), Susan Schmidt and Irja Finn, Interim Library Director. Also attending was Anne Gregory, Friends of the Jonathan Bourne Public Library.

Friends of the Library Report

- A. Gregory reported that the Friends of the Library passed the revisions to their bylaws and elected at-large members to their board at their meeting on March 7th. Also, membership renewal reminders have been sent to all annual Friends members.
- A date for the spring Book Sale will be determined at the next Friends meeting.
- The Friends are planning to write a history of the Bourne quilt in the Programming Room and tie it to a fundraising event.
- The Friends will award 3 college scholarships in 2022, each in the amount of \$1,500.

Voting Items - Approval of Meeting Minutes

- The minutes of the trustees meeting held on 24 February 2022 were unanimously approved.

Information for Discussion:

- **Update of Library Director Search**

The position of Library Director was posted externally by the Town Administrator with an application date of March 18th. K. Fox-Alfano and P. Davis will participate in screening and interviewing candidates.

- **Report Task Force – Facilities; Environmental and Facilities Assessments**

The environmental assessment of the library was conducted in February and a written report is expected in April. The Facilities Task Force will review the report and make recommendations to the Trustees.

- **Trustee Calendar update**

K. Prodouz and I. Finn presented a month-to-month Trustees 2022 calendar to show important dates for operating and capital budget planning, and specific tasks for the Director and the Board over the fiscal year.

- **Interior and exterior lighting requests**

Town Hall and the DPW were notified in January of the requirement of better lighting at the library to avoid a potential safety issue. Lighting in the front of the library has been fixed and brighter bulbs were installed. Additional wiring to bring lighting to the far corner of the parking

lot and possibly to the book shed was discussed. I. Finn mentioned that funding via the Emily Bourne Fund may be available for improvements to the grounds and building.

- **Strategic Plan Update**

Final results of the online Library Assessment Survey will be summarized in a written report to serve as input for development of the next Strategic Plan. I. Finn and P. Davis will recruit a Strategic Plan Advisory Group to continue the work.

- **Interim Library Director Report**

The Interim Director expressed her appreciation to the Trustees and The Friends for their attendance at library events and the show of support of the programming. I. Finn shared that the first week in April is National Library Week. The Trustees are planning a luncheon for the staff on April 14th.

A suggestion was made that the Trustees hold two meetings a year as joint meetings with the Friends of the Library. P. Davis noted that the Trustees will be required to invite the Friends to the trustees' meetings to abide by the Open Meeting Law.

- **Other business**

As of March 17th, Perry Davis, Vice Chairman, has pulled papers to run for election to an additional 3-year term to his current Trustee position. Todd Benedict has also pulled papers to run for the seat being vacated by C. Crane in May.

Next Meeting

- The next meeting will be held on Thursday, 28 April 2022 at the Jonathan Bourne Public Library at 3:00pm.

The meeting was adjourned at 4:20 pm.

Respectfully submitted,

Kristina Prodovz